

# **HRPD COURSE DESCRIPTIONS**

## **FY 2007 -2008**

### **Core Courses**

#### HR Overview

This course describes and defines the key roles and responsibilities of the HR function in state agencies. Current issues, trends, and challenges facing human resource management and human resource development practitioners are addressed. Special attention is given to the strategic role HR should play in organizations, and the competencies needed by HR professionals to fulfill that role.

#### The State Government Workforce

Converging demographic and economic trends create changing issues, needs and challenges in managing the state government workforce. You will receive current data regarding the workforce, learn how to access information and resources to support workforce planning and development in your agency, and identify initiatives your HR Office can undertake to address their agency's key workforce issues.

#### Ethics and HR

As the issues faced by HR practitioners have increased in number and complexity, so have the pressures and challenges of acting ethically. The purpose of this session is to promote and support ethical decision making and behaviors in state government. Particular attention is given to the legal and ethical dilemmas of HRM and HRD practice.

#### Human Performance Improvement

The EPMS and training are just two of several possible approaches to organizational and individual performance improvement. In this session participants will learn how to systematically identify and analyze significant performance gaps, and to design interventions to address them.

#### HR Metrics

All organizations, and units within organizations, are increasingly being required to demonstrate their accountability. Without adequate measures, HR cannot demonstrate its value or its contributions to the agency. This session will provide insight into developing, managing, and presenting HR metrics for both strategic and operational needs.

#### HRD Planning

HRD involves more than delivering classroom training. This session addresses the importance of, and techniques for, designing an HRD plan that supports the mission, goals, and employee development needs of the organization. Topics include curriculum development, and how to address learning needs at all organizational levels.

#### Retaining and Developing Human Capital

Keeping good employees is essential to an agency's success. This session provides an overview of the key factors impacting employee retention, and offers practical tools and techniques for maintaining and developing a productive workforce.

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### **Electives**

#### HR Research and Information Systems ( 3 hours)

This course enhances participants' ability to use data to support strategic agency and HR decision making by learning when data is needed, how to use it, and where to gather it. You will learn how to maximize use of the state's HRIS, plus become more aware of a range of information resources available to HR practitioners from external sources.

#### Recruitment and Selection (3 hours)

Effective recruitment and selection are keys to having an effective workforce. In this session participants will learn how to target recruiting efforts to attract and select the best qualified candidates for the agency, while staying in compliance with the law.

#### Compensation and Benefits (6 hours)

This course describes the key components of state government's total compensation package, including monetary and non-monetary compensation, benefits, and rewards systems. Participants will learn how to best use the compensation/broad banding systems' flexibilities, and how to access information and resources regarding the retirement and insurance services systems.

#### Performance Management (6 hours)

Performance management involves more than performance appraisal. This course addresses performance management as a systematic process by which the agency involves its employees, as individuals and members of a group, in improving organizational effectiveness in accomplishing agency mission and goals.

#### Employee Relations (6 hours)

HR professionals are often called upon to advise management and employees about policies that address the employer/employee relationship. This session reviews the myriad of federal and state laws and regulations that define and support a fair, equitable, and healthy relationship between employer and employee. Particular attention is given to those laws and regulations that most frequently come into play regarding today's workforce.

#### Presentation Skills (12 hours)

This course is designed for the HR practitioner who is called upon to "train" because of their technical expertise, but has little or no formal preparation as a trainer. Participants will learn the similarities and differences between "presenting" and "training", and gain skills to make their sessions effective and efficient while actively involving trainees in the learning process

#### Needs Assessment (3 hours)

A well-executed needs assessment helps assure that the Agency's training and development resources are directed toward the most important learning needs of employees, and the priority business needs of the organization. This session provides a variety of tools and techniques to help identify these needs and develop action plans to address them.